

## **103.5 Town Board and Plan Commission Compensation Policy**

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### **SECTION I – BASE PAY**

A Town Board member's base pay is intended to cover the type of day-to-day responsibilities that all officers have. The base pay also covers the hours that a member works on town business in their own home while making phone calls, working on committee agendas and other items, or attending meetings for informational purposes, other than by direction or appointment by the Chair or Board.

### **SECTION II – MEETING**

A meeting is defined as two or more persons when you are acting as the authorized representative of the Town. This can be in response to a complaint or problem call from a resident that you respond to in an attempt to resolve the issue. Board members attending a meeting for general information and not doing so at the expressed prior direction of the Chair or Town Board, do so as part of their base pay and shall receive no further per diem, mileage, or miscellaneous expense payment from the Town.

Examples:

\$15 Meeting – Posted site visits (includes first two visits on the same day, \$5 for each additional visit), also paid to Plan Commission

\$25 Meeting – a. Posted Board meetings  
b. Posted Plan Commission meetings, as Member of the commission  
c. Posted Committee meetings, as a member of the Committee, or request of the Chair or the Committee Chair  
d. Seminars and training sessions less than four hours per day authorized by the Board or Chair

\$50 Meeting per day – All seminars, conferences and training sessions in excess of four hours per day

### **SECTION III – MILEAGE**

For every mile, per the IRS public entities rate, incurred for town purposes as an authorized representative of the Town. Such reimbursement shall be effected upon quarterly application accompanied by a record of the dates, purpose and mileage incurred. No mileage commuting to the Town hall is allowed. If there is a car pool available at the Town hall for such travel, no mileage will be reimbursed other than the car or cars constituting the car pool. Nothing in this rule prohibits use of mileage not reimbursed by the Town as an income tax deduction.

**SECTION IV – MISCELLANEOUS**

Meals – if attending a seminar or training session, must have receipt

Fees – submit record of payment

Postage – used on town business, submit receipt if available

Phone Calls – for town business, submit copy of phone invoice with calls high-lighted

Hotel rooms – if attending an out of town seminar or conference, must have receipt

**SECTION V – NON-REIMBURSABLE**

All meetings for personal purposes

Supervisor attendance as a resident at special or annual town meetings

Unposted meetings with town employees

Note: Two back-to-back meetings, i.e., a special board meeting and Board of Review., will be considered a single meeting even if the total time extends four hours or more. This situation rarely occurs and the extra hours will be considered to be under the standard base pay if it does occur.

Dated this 8th day of April, 2008      Approved by Electors at Annual Meeting

Brenda Kahl, Clerk/Treasurer  
Timothy Henneman, Sr., Supervisor  
Jim Laubmeier, Supervisor

Anthony Varda, Chair  
Chris Upper, Supervisor  
Sue Studz, Supervisor